

**WEST MEADOW CEMETERY EXPANSION  
PROJECT BUILDING COMMITTEE**

**COLUMBARIUM REQUIREMENTS SUBCOMMITTEE**

**SPECIAL MEETING MINUTES**

*August 12, 2009*

*Town Hall Conference Room One*

- I. Call to order – The meeting began at 3:05 PM.
- II. Roll call – Present: Don Woods, Diana Kurz, Dennis Bonitsky and Jeff Baron
- III. Public participation - None
- IV. Consider columbarium rules and requirements – The subcommittee reviewed two polished granite faceplates with inscriptions of various sizes. It was agreed that the recommendation to the committee as a whole would be for the use of skin frosted lettering of 7/8” for the names and 5/8” for the years and the veteran’s information. It was further determined that there would be enough space to allow for two lines for each person’s name. The following changes will be made to the proposed wording for §194-14: Part B, last sentence, change “buried” to “placed”. Add a new sentence at the end of part C, to read “The Sexton shall also charge for a new face plate cover whenever the Town purchases back a niche whose face plate cover is no longer blank.” Part E, delete the seventh sentence in its entirety and replace it with “Inscriptions shall be limited to the name, on one or two lines, the year of birth and the year death only. There shall not be more than 16 characters and spaces per line.” Part F, eliminate the second sentence in its’ entirety and amend the rest of this part to read “There shall be a veteran’s section, with graves and a columbarium, in the West Meadow Cemetery, reserved specifically for those who have received an honorable discharge from United States military service, and their spouses, only. Inscriptions for the niches in this columbarium shall be limited to the person’s name, on one or two lines, the year of birth, the year of death, the branch of service, and the war(s) in which the veteran served. There shall not be more than 16 characters and spaces per line. Graves in this veteran’s section shall have flush markers only.”
- V. Consider other cemetery ordinance changes – The previously proposed ordinance changes shall be amended as follows: §194-11 H, amend in its entirety to read “For all double depth burials, any funeral or related service in the cemetery shall be held with the casket on firm ground in the vicinity of the grave, the specific location to be determined by the Sexton. The casket shall

be lowered into the grave only after the ceremony is over.” §194-12 I (2), first sentence, change “block marker” to “flush marker”. §194-12 I (4), amend in its entirety to read “Only one upright monument shall be allowed for each monument lot and only one flush marker per grave will be permitted. On a flush marker lot, two flush markers will be permitted per grave.”

- VI. Consider changes to fees and charges – The construction cost was determined to be \$414.70 per veteran’s niche and \$320 per civilian niche, for a combined average of \$353.63 per niche. At \$8.00 per letter for inscriptions, for up to 114 characters (2 people per niche, with three lines per person of up to 16 characters each for the name and veteran’s information, plus one line per person of nine characters for the years of birth and death) the Town’s cost could be about \$900. There would also be administrative costs and the labor to remove and replace the face plate for inscription, which would currently be about \$80. The Town’s anticipated costs per niche (\$354 + \$900 + \$80) would then be about \$1,334. Niches on the bottom row (Lower Level) of each columbarium are less desirable than those of the top row (Upper Level), and should be priced accordingly. Due to the higher costs, the discount for veterans niches will be ten percent instead of the twenty per cent for flush marker graves.

Recommended fees for categories not covered at the last subcommittee meeting are:

<u>Category</u>	<u>Existing</u>	<u>Proposed</u>
Civilian Columbarium		
Lower Level Niche, with inscriptions		\$2,200
Upper Level Niche, with inscriptions		\$3,000
Veteran’s Columbarium		
Lower Level Niche, with inscriptions		\$1,980
Upper Level Niche, with inscriptions		\$2,700
Niche Opening		
Weekdays		\$ 400
Saturdays		\$ 600
Sundays/Holidays		\$ 800
Removal of Urns from Niches (Mon.-Fri. Only)		\$ 400
Grave Disinterment	\$ 800	\$1,500

Recommended fees for categories covered at the last subcommittee meeting are revised based on further review of other cemetery's charges and a further consideration of the Town's actual costs, to appear as follows:

<u>Category</u>	<u>Existing</u>	<u>Proposed</u>
Grave space for upright marker	\$1,100	\$1,750
INTERMENT		
Ashes – Weekday	\$ 200	\$ 400
Saturday	\$ 250	\$ 500
Holidays/Sundays	\$ 350	\$ 750

- VII. Take action on recommendations to the Committee as a whole – No action taken. Diana will e-mail any information she receives on the charges for the removal of urns by other cemeteries. A final summary of the proposed fee changes and all the proposed cemetery ordinance changes will be distributed by the Town Manager's Office. The subcommittee will meet again fifteen minutes before the next meeting of the committee as a whole to vote on approval of all recommendations.
- VIII. Any other business pertinent to the committee – The next meeting will be held on Monday, September 14, 2009, at 5:30 PM.
- IX. Public participation – None.
- X. Response to public participation – None.
- XI. Adjournment – the meeting ended at 5:27 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services